



**NOTICE OF PRIVACY PRACTICE** as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Effective April 14, 2003

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

West Michigan Surgical Center, LLC (WMSC) is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice, or if you want more information about the privacy practices at WMSC, please see the contact information at the end of this document.

**I. HOW WMSC MAY USE OR DISCLOSE YOUR HEALTH INFORMATION**

WMSC collects and protects the privacy of your health information. The law permits WMSC to use or disclose your health information for the following purposes:

1. **TREATMENT:** WMSC may use your health information to provide you with medical treatment or services. For example, information obtained from you by a front office personnel or nurse is necessary to determine what treatment you should receive.
2. **PAYMENT:** WMSC may use and disclose health information about you for payment for treatment and services you receive. For example, your health information may be sent to a third party payer such as an insurance company or health plan in order for WMSC to receive payment for services rendered.
3. **HEALTHCARE OPERATIONS:** WMSC may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and other to evaluate the performance of our staff, assess the quality of care and outcomes in your case and similar cases, and to determine how to continually improve the quality and effectiveness of the health care we provide.
4. **INFORMATION PROVIDED TO YOU AND ON YOUR AUTHORIZATION:** You may give WMSC written authorization to use or disclose your health information.
5. **NOTIFICATION AND COMMUNICATION WITH FAMILY:** We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.
6. **REQUIRED BY LAW:** As required by law, WMSC may use and disclose your health information. For example, WMSC may disclose health information for the following reasons; judicial and administrative proceedings, to a law enforcement official for purposes of identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes; to the Department of Health and Human Services to determine if we are in compliance with federal laws; or to appropriate persons in order to prevent or lessen a serious and imminent threat to the public or safety of a particular person or the general public.
7. **PUBLIC HEALTH:** As required by law, WMSC may use and disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; to aid with disaster relief, and reporting disease or infection exposure.
8. **HEALTH OVERSIGHT ACTIVITIES:** WMSC may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure, and other proceedings.
9. **DECEASED PERSON INFORMATION AND ORGAN DONATIONS:** WMSC may disclose your health information to coroners, medical examiners, funeral directors, or to organizations involved in procuring, banking or transplanting organs and tissues.
10. **RESEARCH:** WMSC may disclose your health information to researchers conducting research that has been approved by an institutional Review Board.
11. **WORKER'S COMPENSATION:** WMSC may disclose your health information as necessary to comply with worker's compensation laws.

12. **MARKETING:** WMSC may contact you to give you information about treatments or health –related benefits and services that may be of interest to you.
13. **GOVERNMENT FUNCTIONS:** Specialized government functions such as protection of public officials or reporting to various branches of the armed services may require use or disclosure of your health information.
14. **APPOINTMENTS:** WMSC may use you information to provide appointment reminders by telephone, email or postal service.
15. **BUSINESS ASSOCIATES:** We work with other businesses to help WMSC operate successfully. We may disclose your health information to these business associates so that they can perform the tasks we hired them to do. Our business associates must guarantee us that they will respect the confidentiality of your personal health information.

## **II. WHEN WMSC MAY NOT USE OR DISCLOSE YOUR HEALTH INFORMATION**

Except as described in the Notice of Privacy Practices, WMSC will not use or disclose your health information without your written authorization.

## **III. YOUR HEALTH INFORMATION**

1. You have the right to request restrictions on certain uses and disclosures of your health information. WMSC is not required to agree to the restrictions that you request.
2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. Request must be made in writing detailing the alternative methods chosen and could be applicable to fees.
3. You have the right to inspect and/or obtain a copy of your health information for a reasonable fee.
4. You have the right to request that WMSC amend your health information that is incorrect or incomplete. WMSC is not required to change your health information and will provide you information about the denial process.
5. You have the right to receive and accounting or disclosure of your health information made by WMSC except that WMSC does not have to account for the disclosure described in treatment, payment, healthcare operation, and government functions of section I of this notice. The first accounting of disclosers within a twelve-month period is free. Any additional accountings in that time frame are subject to a fee.
6. You have the right to revoke your authorization to use or disclose health information except to the extent that action has already been taken.
7. You have the right to obtain a paper copy of this Notice upon request.
8. You have the right to be notified in the event of a breach in WMSC's patient information.
9. You have the right to request that your health plan not be informed of your treatment at WMSC if you pay in full and your insurance company is not billed.

## **IV. CHANGES TO THIS NOTICE OF PRIVACY PRACTICES**

WMSC reserves the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, WMSC is required by law to comply with this notice. A paper copy of this notice is available if you request a copy.

## **V. COMPLAINTS**

If you believe that your privacy rights have been violated or if you have complaints about this Notice of Privacy Practices, contact the WMSC Administrator at:

West Michigan Surgical Center, LLC  
8300 Logistics Drive  
Zeeland, Michigan 49464  
Phone: 616-748-0630 Fax: 616-748-0631

If you are not satisfied with the manner in which WMSC handles a complaint, you may submit a formal written complaint to the Department of Health and Human Services, Office for Civil Rights. You will not be retaliated against for filing a complaint.